

## Employee Survey on Workplace Violence Hazard Assessment

Name (Optional) \_\_\_\_\_  
 Department/Unit \_\_\_\_\_ Date \_\_\_\_\_  
 Work Location (if at alternate worksite) \_\_\_\_\_

Please assess your department/unit over the last year. Circle TRUE (T), FALSE (F) or DON'T KNOW (?). *Thank you for your honest assessment.*

Management Commitment and Employee Involvement				
T	F	?	1.	Violence/threats are not accepted as "part of the job" by managers, supervisors and/or employees.
T	F	?	2.	Employees communicate information about potentially assaultive/threatening clients or visitors to appropriate staff.
T	F	?	3.	Management communicates information to employees about incidents of workplace violence.
T	F	?	4.	Employees feel they are treated with dignity and respect by other employees and management.
T	F	?	5.	Employees generally feel "safe" when they are at work.
T	F	?	6.	Employees are familiar with the department's/unit's violence prevention policy.
Potential Risk Factors				
T	F	?	7.	Employees do not work in high-crime areas.
T	F	?	8.	Employees do not work with drugs.
T	F	?	9.	Employees do not work with cash.
T	F	?	10.	Employees do not work with patients or clients who have a history of violent behavior or behavior disorders.
T	F	?	11.	Employees do not work in isolated work areas
Hazard Prevention and Control				
T	F	?	12.	The department/unit has adequate lighting to, from and within the worksite.
T	F	?	13.	The employee parking garage is secure when arriving, leaving and during changes of shift.
T	F	?	14.	Access and freedom of movement within the workplace are restricted to those persons who have a legitimate reason for being there.
T	F	?	15.	Alarm systems such as panic alarm buttons, silent alarms, or personal electronic alarm systems are being used for prompt security assistance.
T	F	?	16.	Employees know to use security escort service after hours.
T	F	?	17.	After hours, the building is locked down with only one access point.
T	F	?	18.	Visitors are signed in and out.
Hazard Prevention and control (continued)				
T	F	?	19.	Exits are accessible and clearly marked.
T	F	?	20.	Employees are able to locate emergency equipment such as fire alarm boxes or emergency-generator outlets.
T	F	?	21.	Emergency equipment is accessible and free from obstruction.

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T	F	?	22.	Employees are able to locate cellular phones, power-failure phones and/or radios for emergency communication.
T	F	?	23.	Employees know proper procedures if a bomb threat is announced.
T	F	?	24.	Employee emergency call-back list is up-to-date and available.
T	F	?	26.	Employees use the "buddy system" to work together if problems arise.
T	F	?	27.	Employees working in the field have cellular phones or other communication devices to enable them to request aid.
T	F	?	28.	Staffing levels are appropriate for department/unit functions.
T	F	?	29.	Reference manuals are up-to-date and available to employees.
T	F	?	30.	There is a grievance policy available to employees.
T	F	?	31.	There is a Safety Committee available as a resource to staff for any hazard concern.
<b>Training</b>				
T	F	?	32.	Employees have received training on the company's workplace violence prevention program.
T	F	?	33.	Employees know how to ask for assistance by phone or by alerting other staff.
T	F	?	34.	Employees have been trained to recognize and handle threatening, aggressive, or violent behavior.
T	F	?	35.	Employees have been trained in verbal de-escalation techniques.
T	F	?	36.	Employees have been trained in self-defense/restraint procedures.
<b>Incidents and Reporting</b>				
T	F	?	37.	This work unit/department has not experienced violent behavior and assaults or threats from strangers.
T	F	?	38.	This work unit/department has not experienced violent behavior and assaults or threats from clients or customers.
T	F	?	39.	This work unit/department has not experienced violent behavior and assaults or threats from others employed in the organization.
T	F	?	40.	This work unit/department has not experienced domestic violence issues.
T	F	?	41.	Employees are required to report incidents or threats of violence, regardless of injury or severity; the reporting system is clear.
T	F	?	42.	Medical and psychological counseling services were offered to employees who have been assaulted or threatened.